



South Towne Exposition Center
Promoter/Exhibitor/Vendor License and Permit Application

Sandy City Business License Department
10000 Centennial Parkway, Suite 210
Sandy UT 84070
Phone (801) 568-7252

Sandy is a great place to promote a business! This office wishes to offer assistance with the license and permit application process and has designed this set of procedures to help you with some of the processes involved in filing for a permit for an event at the South Towne Exposition Center.

1. Businesses that anticipate selling a tangible product or rent real property and goods at this event, must apply for a Temporary Utah State Sales Tax Number. You may obtain that number from the State Tax Commission/Special Events Section, at 210 North.1950 West, S L C, or by calling (801) 297-6303. A temporary sales tax number must be provided at time of application. The Promoter or Primary Exhibitor should notify each participating vendor also involved with sales of a tangible good or rental of real property, to contact the State Tax Commission.
2. Processing an application takes a minimum of 10 days for processing, therefore please submit this application allowing time for the processing.
3. Fees for all licenses and permits are established by resolution of City Council and must be paid at the time this application is submitted.

Regulatory License (per event)

\$175.00

Disproportionate Fee (per event)

\$ 50.00 per 1000 attendees

4. The license and permit application is subject to approval of the Sandy City Police Department, Sandy Fire Department, Sandy Building and Safety Department and if applicable, the Salt Lake City-County Health Department.

If you have questions or need assistance in completing this application, please contact the Business License Office at 568-7252 and we will be pleased to be of assistance.

Rec'd		SANDY CITY SOUTH TOWNE EXPOSITION CENTER LICENSE AND PERMIT APPLICATION	Type/Rate	
Enter			Account #	

EVENT TITLE & PROMOTING ENTITY NAME:			LOCAL PHONE #:
MAILING ADDRESS:		CITY & STATE:	ZIP:
START DATE:	END DATE:	TEMP SALES TAX NUMBER:	STATE/FED PERMITS:
FULLY DESCRIBE THE NATURE OF THE EVENT:			
# OF PARTICIPATING VENDORS	BUSINESS HOURS FOR THE EVENT:	E-MAIL:	CONDITIONAL USE REQ'D? Y / N
FULL NAME OF APPLICANT(S)/PROMOTER		DATE OF BIRTH	
1.		1.	
2.		2.	
SOCIAL SECURITY NUMBER/FEIN #		HOME OFFICE CONTACT, STREET ADDRESS,	
1.			
2.			

This application is subject to approval from the Sandy City Police Department (a background check may be performed on some specific types of businesses). Applications may also require approval of the Sandy Fire Department, Building Inspection Department, County Health Department and Zoning Department. All inspections are covered within the cost of the license fees.

If licenses for an event, are not obtained prior to the commencement of the event, you may be subject to a double license fee penalty!

Regulatory	\$175	Disproportionate: \$50 per 1000 attendees		
		Penalty	TOTAL DUE	

"I hereby confirm that the information submitted is a correct and true reflection of the applicant(s), and the nature of the business and the number of participants. I agree to conduct business strictly in accordance with provisions of ordinances, laws and statues governing operation of said business. I understand that this application may be subject to audit, for accounting purposes."

SIGNATURE OF APPLICANT _____ DATE _____

Police Dept.		Bldg Insp		Fire Insp	
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ADDENDUM/QUESTIONNAIRE TO ACCOMPANY APPLICATION

1. Is the Applicant/Promoter registering this event for charitable fund raising purposes? Y / N
To qualify for waiver of certain fees, documentation designating formal registration of non profit status must be attached. If Yes, Please indicate the charity to be benefitted

2. Please provide a list of participating exhibitors, including their home office address, phone numbers and contact person. Please indicate those conducting sales at this event.
3. (a) Please indicate the total anticipated number of attendees as disclosed to the South Towne Exposition Center _____.
(b) How many attendees would you anticipate per day? _____.
4. If you have hosted events in the past in the Salt Lake Valley area, please list the three most recent events with the month/year of event, the actual number of attendees, and the licensing jurisdiction.
(a). _____
(b). _____
(c). _____
5. Please indicate the square footage leased for your event at the Expo Center _____
6. Will you or the participating exhibitors be displaying:
(a) Automobiles? Y / N. If Yes, how approximately how many _____?
(b) Recreation Vehicles? Y / N. If Yes, how approximately how many _____?
(c) Manufactured Homes Y / N. If Yes, how approximately how many _____?
(d) Boats, Houseboats? Y / N. If Yes, how approximately how many _____?
(e) Other motorized or outdoor equipment? Y / N. If Yes, please provide examples and list approximate numbers _____

7. (a) Will you or a participating exhibitor be utilizing the parking lot for any or all portions of this event? Y / N. If Yes, please provide a site plan indicating where in the parking lot the event will take place, and how may parking stalls will be affected.
(b) Will a tent be erected? Y / N. If Yes, approximate square footage _____
8. Will the scale of the event necessitate implementing a shuttle service? Y / N
9. Are you advertising your event in any form of mass media? Y / N?
If Yes, Please describe _____

10. Will the public be able to enter free of charge, purchase tickets or register at the door for entry to the event? Y / N

11. If this a Trade Show or a 'closed event', those pre-invited must be from a well defined and limited trade or profession. Please define the trade or profession and in what manner your event is considered a 'closed event'. *Describe on reverse.*